

JOB DESCRIPTION

Job Title:	Health Agent	Department:	Board of Health
Supervisor:	Board of Health		Town of Georgetown
Salary:	\$75,000.00-\$85,000.00		
FLSA:	Non-Exempt	Hours/Week:	10 Hours Per day/ Monday-Thursday 40 Hours

POSITION OVERVIEW: Under the general direction of the Town Administrator and Board of Health (BOH), this position shall interpret and enforce state and local building codes, state sanitary codes, local zoning bylaws and general bylaws firmly, tactfully and impartially; develop annual budget for the department. Works on special projects or performs various community development related functions, as assigned by the Town Administrator and/or Board of Health. This position requires the ability to handle sensitive information confidentially.

The position requires independent judgment to ensure compliance with applicable laws, regulations, Home Rule Charter, Town bylaws, departmental policies, and contracts with third parties. This position requires the ability to handle sensitive information confidentially. Confidential information may include employee disciplinary matters, labor negotiations, legal matters, policy concerns, etc.

SUMMARY: The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. This position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

The primary function of this position is to enforce the rules and regulations and policies of the Board of Health (BOH), provide administrative and technical duties in accordance with the policies of the Board of Health, MA. Department of Public Health, and, inspect food service establishments, conduct public health inspections, provide assistance to residents and businesses in health-related fields, and assist in the normal operations of the BOH (emergency and non-emergency), in a timely manner, abiding by all municipal, state and federal guidelines, regulations and quality standards and ensuring safe, courteous and professional behavior is observed in all situations. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

SUPERVISION: Works under the administrative direction of the Town Administrator and Board of Health, also under the policy direction of the Board of Selectmen. Performs varied responsible and highly complex functions which require considerable judgment and initiative in the planning, administration, and execution of the department's services. determining courses of action which may or may not be guided by statute, established guidelines, collective bargaining agreements or precedent; work involves the ability to interpret and apply statutes, regulations, policies and procedures to a wide variety of individual problems and situations.

Works independently in formulation decisions regarding department policies, procedures, operations and plans. Exercises functional supervision over all department staff and contract employees in areas related to the administration, implementation and enforcement of both Town and Personnel policies, by-laws and collective bargaining agreements.

Exercises functional supervision over one full-time Clerk and one full-time Health Inspector in areas related to the administration, implementation and enforcement of both Town and Personnel policies, by-laws and collective bargaining agreements.

JOB ENVIRONMENT: Administrative work is performed under typical office conditions, with frequent interruptions and moderate noise level. Attends Board officials and Board of Selectmen meetings as required; attends other Town board and commission meetings and forums as necessary. Operates automobile, hand tools, computer, telephone, facsimile machine, copier, calculator and other standard office equipment, as well as various testing equipment.

Employee has frequent contact with the public, town employees, departments, Conservation Commission, state organizations, food handlers/restaurant owners, contractors, and other towns and cities. Contacts are primarily in person, by telephone and occasionally by email or written correspondence. Employee has access to department oriented confidential and personal information concerning citizens and local businesses. Errors could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town.

ESSENTIAL FUNCTIONS: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Attend required Board of Health meetings, training sessions, staff, vendor and resident appointments as required.
- Oversee all administrative functions; schedule, invoices, billing, etc., direct the daily operations of the Board of Health office, prepare and administer departmental payroll, budget, warrants, annual report and capital acquisition documents and budget preparation.
- Provide administrative / technical / clinical assistance to the Public Health Nurse, and providing all necessary administrative work required for the department, as well as function as the Flu Clinic Coordinator for the BOH
- Review construction plans for Title 5 properties for compliance with allowed septic design flow for Conservation, Building and Planning Departments.
- Monitor BOH soil evaluations and percolation tests, review proposed Title 5 system plans, monitor system construction, system inspection and direct homeowners on need and procedure for any mandated system repairs.
- Assist the Board of Health by reviewing and recommending approval of septic system plans for alterations and/or construction
- Review and approve plans for location of proposed potable and irrigation wells for regulatory compliance, receive and record portability analysis for potable wells.
- Review, comment and recommend to BOH on proposals for new and existing establishments that require BOH licenses and permits to operate food establishments, motels, pools, nursing homes, etc.
- Enforce and inspect to code compliance, housing standards per complaint received, public health nuisances, sale of tobacco products, nicotine use in public places, food establishments, as well as provide written documentation per task and follow up.
- Perform all Food Plan Reviews, Food and Housing inspections and take appropriate actions concerning all establishments licensed by the Board, including but not limited to rest homes, day care centers, food service establishments, motels, hotels, public and other swimming pools, tanning facilities, and facilities handling hazardous materials.
- Monitor and assist food establishments to comply with local, state, and federal food safety and health standards, including personal hygiene, temperature control of potentially hazardous foods, cross contamination control, pest control, and chemical use training.
- Investigate and take actions relative to complaints of violations of local and state rules and regulations, and e: conducts general inspections in the interest of protecting the public and environmental health.
- Participate in regional and local emergency preparedness programs including preparing for public health emergencies, including potential infectious disease outbreaks due to natural or man-made causes, by participating in a regional coalition in accordance with CDC and MDPH, perform decontamination investigations at SEMASS as required.
- Represent BOH in court matters regarding state and local sanitary codes, burial agent for MDPH disposition permits, assist Animal Control Officer in zoonotic disease events (rabies).
- Oversee Health Inspector, and draft proposed BOH regulations per direction of the BOH.
- Perform any other duty as needed to protect the public and environmental health as needed and required by state and local rules; regulations, laws, and bylaws and maintain the confidentiality of information.
- Review email, voice mail and other communications, check schedule / calendar for meetings / appointments.

- Keep equipment and work areas clear, clean and in a safe condition, at end of shift, secure office and equipment as required.
- Serve as a liaison to the Board of Health with other Town boards and departments.
- Performs similar or related work as required, directed or as situation dictates.

QUALIFICATIONS: *Education and Experience*

Bachelor of Science Degree with an area of concentration of public health, environmental health, biology, or other related science field. Five to seven (5-7) years of related experience of public health, environmental health or related field, and supervisory experience; or equivalent combination of education, experience, and training. Must pass a criminal history (CORI) review and have and maintain a valid Massachusetts driver's license.

Preferred Qualifications

Must be certified Soil Evaluator, Septic Inspector, Certified Food Manager, and Lead Paint Determinator. Must be eligible to become a Certified Health Officer, and /or a Registered Sanitarian in the Commonwealth Massachusetts. Current Certified Health Officers /Registered Sanitarians preferred. Candidate must be able to demonstrate possession of the required knowledge skills and abilities to perform this work.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of state public health codes and regulations, the principles and practices of environmental sanitation and the principles and practices of administration. Working knowledge of the design, operation and maintenance of private and commercial on-site sanitary disposal systems and the operation and maintenance of private and semi-private potable water wells. Must have knowledge of the local and Commonwealth's public health rules and regulations, and shall have the ability to enforce and interpret regulations firmly, tactfully and impartially.

Ability: Ability to work independently. Ability to give presentations. Ability to exercise a high degree of diplomacy and judgment. Ability to implement policy directives. Ability to identify goals and objectives and organize workload. Ability to administer and interpret regulations, policies and procedures firmly, tactfully and impartially. Ability to multi-task effectively and work within timelines and prioritize tasks. Ability to analyze problems independently and to arrive at solutions; ability to establish working relationships with contractors, the general public and public officials; ability to plan, coordinate and direct the activities of technical personnel; ability to enforce and interpret regulations firmly and impartially; ability to communicate effectively orally and in writing; ability to operate and manage Town owned public water systems; ability to establish and maintain effective and harmonious working relationships with town officials, the public and members of the community; ability to communicate effectively in written and oral form; ability to prioritize multiple tasks and deal effectively with interruptions; ability to operate standard office equipment.

Skill: Excellent customer service and interpersonal skills. Excellent communication skills, in person, by phone, and electronically. Skills in operating computers and utilizing appropriate software applications to include database and spreadsheet applications. Excellent organizational skills. Detecting code violations and persuading violators to correct them without resorting to legal action; excellent organizational skills; excellent communication skills both verbally and in writing.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 50 pounds. This role may have exposure to hazards associated with construction sites and potential exposure to communicable diseases and hazardous waste. Must be able to identify and distinguish color; ability to see peripherally. Must be able to judge distances and spatial relationships.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The successful candidate will have demonstrated experience in the skills necessary to successfully be a key member of the Town.

Experienced Applicants ONLY -Electronic Submittals ONLY and resumes must be submitted to Mike Farrell, Town Administrator, One Library Street, Georgetown, MA 01833 or emailed to mshultz@georgetownma.gov

The Town of Georgetown is an Equal Opportunity/Affirmative Action Employer

